



## STATE OF MONTANA JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV – Other Important Job Information**.

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

### SECTION I – Identification

Working Title Area Materials Supervisor		Job Code Number 172175	Job Code Title Material Lab Specialist
Pay Band 05	Position Number 59062 & 72201		Check ONE box : <input type="checkbox"/> FLSA Exempt <input type="checkbox"/> FLSA Non-Exempt
Department Transportation			Division and Bureau Billings & Lewistown
Section and Unit			Work Address and Phone
Profile Produced By			Work Phone

**Work Unit Mission Statement or Functional Description** - This section should include a complete statement of the mission or function as it relates to the work unit.

The District and Area Materials Laboratories are responsible for supplying design, construction, and maintenance staff with necessary information on availability, quality, and quantity of materials used through site assessment, quality assurance, testing, and technical assistance services related to materials used in design, construction, and maintenance of Montana's highways and bridges. District Materials personnel are responsible for sampling and testing, or submitting to District Engineering Services, construction and site materials to provide information necessary to determine the scope of construction projects and materials needed; ensure compliance with state and federal standards and project specifications; maintain required documentation; and provide technical assistance to contractor, construction, and maintenance crews in the design, testing, and application of construction materials.

<b>Describe the Job's Overall Purpose:</b>	
<p>The Area Laboratory Supervisor is responsible for managing materials operations and activities throughout the phases of highway construction projects. The position serves as the Area's authority in materials standards, sampling, testing, and application and is expected to coordinate with the District Supervisor and Materials Bureau to ensure the consistency and compliance of independent judgments and decisions in the field. Duties include managing major materials projects, including project budgets, timelines, resource allocations, and procedures; administering the Area Materials Laboratory to ensure effective operations, compliance with standards and regulations, and the accuracy and integrity of sampling, testing, and results analysis; and performing a variety of other duties as assigned. The incumbent reports to the District Materials Supervisor and directly or indirectly supervises 07 staff (3.5 FTE).</p>	
<b>SECTION II - Major Duties or Responsibilities</b>	<b>% of Time</b>
<p>This section should be a clear concise statement of the position's duties. Well written thorough task/duty statements are required here to accurately evaluate the position.</p> <p>1. What are the major duties or responsibilities assigned to this position? What are the specific tasks involved in accomplishing those duties. Group duties in order of importance and estimate the percent of time needed to perform each duty (estimates are not required for individual tasks). <b>NOTE:</b> Because you are identifying <b>major</b> duties usually 3-5, the quantity of time probably will not be less than <b>20%</b>. If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.</p>	
<p><b><u>PROJECT MANAGEMENT</u></b></p> <p>This position manages pre-construction and construction materials projects to ensure quality, consistency, efficiency, and safety of materials provided to major highway construction projects within the Area. Duties include directing and overseeing pre-construction and construction project planning and implementation, laboratory siting and configuration, and sample collection procedures; directing and coordinating sample tests and analyzing results; ensuring safety and compliance of the hot plant, equipment, vehicles, and procedures; serving as the Area's authority in materials issues by assessing and resolving complex technical and administrative problems; evaluating new developments in materials to identify and incorporate enhancements; and overseeing WAQTC training. These duties require extensive knowledge of the principles and practices of materials standards; inspection, sampling, testing, and analysis; physical sciences; properties and characteristics of a variety of materials; sampling and laboratory testing protocols and procedures; State, federal, AASHTO, FHWA, and ASTM testing standards, procedures, and project specifications; extensive knowledge of various site-specific characteristics and their potential effects on construction projects; operations of various hot plants; and safety practices and procedures. This work also requires skill in directing, organizing, and coordinating multiple staff and projects, complex sampling and testing procedures, and a variety of equipment; adapting sampling and testing methods and techniques to meet various site-specific circumstances; operating a variety of sampling and testing equipment; operations of hot plant equipment and</p>	60%

monitoring devices; and effective written and verbal communication skills. The incumbent must demonstrate an ability to direct and motivate staff toward common goals and objectives; analyze and interpret test results, construction plans and specifications, and technical drawings; and modify test procedures as appropriate.

1. Directs and oversees Area pre-construction materials activities to determine factors that may affect planned siting, sampling, collection, mixing, and testing activities. This involves directing pre-construction field research and analysis activities to identify historical and archeological sites, sensitive natural features (e.g., vegetation, ground and surface water sources, endangered species habitat, etc.), utilities, and other considerations requiring plan modifications; determining viable materials sources and securing right-of-entry; and inspecting unique site features (e.g., pipes, drainage culverts, supports, etc.). The incumbent evaluates site assessment reports to determine necessary modifications to proposed project plans and coordinates with other project staff to integrate changes and requirements.
2. Directs and oversees Area materials construction project activities to ensure safety, compliance, and quality assurance throughout all phases of materials sampling, bituminous mix processing (BMP) testing, seed and fertilizer blending, soil compaction, core correlation, QA core densities and other activities. This involves planning and directing random and scheduled materials sampling, testing, blending, soil compaction, and core correlation activities; evaluating results to ensure technical integrity and compliance; and identifying and resolving deficiencies, discrepancies, and other problems.
3. Directs and oversees laboratory siting and configuration to ensure safety, efficient testing, and observation of the hot plant by assessing site characteristics, conferring with Bureau Chiefs, contractors, suppliers, and EPA project managers; assessing power requirements and supplies; and overseeing the set-up and calibration of all testing equipment, traffic cones, and core correlation activities. The incumbent must frequently determine and direct equipment modifications or adaptations according to various laboratory configurations; maintenance, repair, and calibration of scales, burner ovens, volumetric equipment, and other equipment; and complete software installation for the operation and maintenance of all laboratory equipment.
4. Directs and oversees sample collection activities for gravel pit surveys to identify borrow and surfacing sources by determining and applying a variety of technical sampling methods, techniques, and equipment to specific materials according to unique site characteristics. This may require determining specialized procedures for various materials, altering or adapting prescribed collection methods and guidelines according to unique site characteristics, and identifying site circumstances that may warrant further sampling and testing.
5. Directs and coordinates sample tests to determine compliance with established standards, coordinate quality assurance and independent assurance measures, and determine if further sampling or testing is required by determining specific technical methods and techniques to apply based upon the type of sample, calibrating testing equipment and running controls to ensure accuracy, and monitoring testing procedures to ensure the integrity of results. The incumbent must determine specific sampling methods, tests, and sequences according to the type and intended use of the material to ensure consistent and accurate results.

6. Analyzes test results to determine the overall suitability of materials for various projects and develop necessary modifications to mix designs. This involves correlating various test results to determine relationships between factors such as additives, gradations, asphalt content, stability, voids, and flow as well as with other site observations (e.g., equipment used, quality of stockpiles, etc.) to evaluate the nature and cause of deviations from standards (e.g., equipment problems, incorrect temperatures, improper handling practices, contaminated materials, moisture in stockpiles, improper gradations, unique asphalt stability and flow properties, additives, etc.).
7. Assesses various features of the site and hot plant to identify visual signs of practices or materials that are out of compliance (e.g., equipment or individuals contaminating stockpiles, overheated or over/under asphalted mix; broken or inaccurate equipment, gauges, or measuring devices; improperly functioning machinery; unsafe practices; etc.), and to gather baseline information used in the compilation of BMP test results (i.e., information gathered in the initial assessment regarding materials and practices at the site will eventually be used in interpreting possible causes of discrepancies with project specifications).
8. Assesses and resolves complex project administration problems, identifies and addresses project resource needs, and coordinates the exchange of accurate, current information among contractors, District and Department staff, fabricators, local governments, suppliers, private businesses, and others associated with construction projects. This includes securing necessary permits, interpreting project requirements and applicable laws and regulations, negotiating among various parties to resolve disputes, and monitoring and coordinating interrelated projects with other agencies.
9. Evaluates new materials testing methods, techniques, experimental products, and new technologies to determine and implement operational efficiencies, cost-saving measures, and other enhancements. Researches information and Data related to new developments in materials design and testing, assesses developmental methods proposed by other staff and managers, and implements appropriate operational and resource enhancements to improve quality, efficiency, safety, and/or cost-effectiveness of District materials operations and activities.
10. Oversees the training of field engineers, materials and maintenance personnel, and other government agency staff to ensure effective implementation of WAQTC procedures and requirements. Identifies training needs based on staff competencies and changing requirements, delivers or coordinates training by subordinate staff, and monitors procedures to ensure appropriate implementation.

### **LABORATORY ADMINISTRATION**

This position administers the ongoing operations and activities of the Area materials laboratory to ensure the overall quality, efficiency, and effectiveness of laboratory operations and resources (e.g., Human, equipment, financial, etc.) by planning and directing Area laboratory ongoing laboratory operations and activities; recommending operational policies, procedures, and guidelines; directing vehicle, equipment, and supply assignment, maintenance, repair, and ordering activities; ensuring the safe and effective operation and maintenance of nuclear densimeter gauges, road profilers, and other equipment; monitoring and fulfilling laboratory

25%

inventory and equipment needs, completing requisitions, and/or procuring immediate needs; actively researching and reviewing current information related to materials equipment, testing and sampling procedures, regulations, and other issues; conducting monthly safety meetings and monitoring and enforcing safety protocols on-site and in the laboratory; and updating manuals and procedures as required. These duties require knowledge of the principles and practices of materials standards; inspection, sampling, testing, and analysis; properties and characteristics of a variety of materials; project development, implementation, and management principles; sampling and laboratory testing protocols and procedures; safety practices and procedures; and personnel management practices and techniques. These duties also require skill in directing, organizing, and coordinating multiple staff, complex sampling and testing procedures, and a variety of equipment; adapting testing methods and techniques to meet various site-specific circumstances and in the operation of a variety of sampling and testing equipment; and in the use of standard office software applications. Laboratory administration also requires the ability to analyze and interpret test results, construction plans, and technical drawings; accurately perform mathematical computations; modify test procedures as changes to these procedures are made; and learn and apply new SHRP equipment and procedures as they become available.

1. Plans and oversees Area laboratory operations and activities to ensure the overall quality, efficiency and cost effectiveness of materials sampling, testing, and reporting procedures. Develops short and long-term plans, objectives, and cost-effective strategies for meeting changing needs of various construction projects, materials standards, and available resources. This involves assessing Area construction and materials needs; evaluating new or alternative methods and procedures; reviewing and interpreting changing contracts, program/project requirements, and technical specifications; and developing plans and procedures to meet District objectives.
2. Recommends operational policies, procedures, and guidelines that agree with Department requirements while satisfying the complex materials needs of various projects. This requires assessment of changes in highway engineering trends and materials standards, new project requirements, industry practices, needs of the traveling public, new technologies, and other factors to develop new approaches to ongoing operations as well as specific projects.
3. Oversees vehicle, equipment, and supply assignment, maintenance, repair, and ordering activities to ensure employee safety, efficient and effective use of Department resources, and prolonged life of significant capital investments. This involves scheduling vehicles and equipment based on project priorities, types of equipment, and staff needs; coordinating equipment and vehicle usage; responding to repair needs based on the type and use of equipment and project priorities; projecting equipment needs and developing replacement schedules based on history and expected usage; and ordering materials equipment and other supplies as needed based on assessment of historical practices, current inventory levels, and anticipated project requirements.
4. Ensures the safe and effective operation and maintenance of nuclear densimeter gauges, road profilers, and other technological equipment and vehicles to ensure safe and effective operations by project staff. Oversees equipment and vehicle calibration, testing, allocation to various project schedules, and reporting (e.g., nuclear exposure records, biannual wipe-tests, accuracy measurements, etc.).

Accurate data collected by these and other systems provides baseline information for determining incentives and deductions for contractors.

5. Monitors laboratory inventory and equipment needs, completes requisitions, and/or procures immediate needs to ensure adequate supplies and equipment to support the functions of the materials laboratory. This involves identifying needs, providing expertise and specifications for specialty items, and researching and purchasing supplies and equipment. The incumbent may exercise limited purchasing authority for immediate needs or recommend larger expenditures as required.
6. Researches and reviews current information related to materials standards, equipment, testing and sampling procedures, and other issues to stay abreast of changing trends and technologies, identify new standards for equipment and employees, and determine how to incorporate new technologies, procedures, regulations, and other issues into the administration and operation of the materials laboratory.
7. Conducts monthly safety meetings to inform laboratory technicians of changing safety protocols, limitations and capabilities of sampling and testing equipment, site-specific characteristics, unusual or modified procedures, and other issues that affect the safety of project staff and the public. The incumbent also monitors and enforces safety protocols on site and in the laboratory.
8. Updates and recommends changes to manuals and procedures to reflect new policies, methods, regulations, equipment, and other information provided by the department. The incumbent must determine how to implement new information within established methods, procedures, and priorities; inform staff of changing parameters; and conduct training as necessary to ensure effective implementation of all provisions. Updates MSDS manuals, monitors inventory, and label hazardous material used in the area laboratory.

## **SUPERVISION**

**10%**

This position manages laboratory staff in establishing work plans, priorities, and procedures; developing and recommending overall responsibilities and allocation of staff; coordinating assignments through lead workers; handling disciplinary actions and resolving conflicts; and training staff as necessary. The position is responsible for determining duties and responsibilities of subordinate positions and evaluating performance. This work requires knowledge of Department of Transportation and State of Montana personnel procedures and policies, organization theory, employment law, unions, program requirements, and personnel management practices and techniques, directing, organizing, and coordinating multiple staff, complex sampling and testing procedures, and a variety of equipment; effective written and verbal communication skills; and skill in the use of standard office software applications for correspondence, scheduling, information management, and other tasks. These duties also require the ability to direct and motivate staff toward common goals and objectives.

1. Establishes and revises overall laboratory work plans, priorities, and procedures and monitors progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange to support and advance the goals and objectives of the division.
2. Develops and recommends overall responsibilities and allocation of positions supervised. Identifies staffing needs and recommends and justifies requests for

additional personnel as necessary.

3. Participates in recruitment and selection committees for the laboratory. This involves developing selection criteria and interview questions, participating in interviews, developing test questions, scoring answers to verbal tests; and recommending hiring decisions.
4. Establishes objective, measurable, and observable performance standards for all subordinate positions. Monitors and manages the performance of all positions directly supervised and completes performance appraisals. Implements and monitors corrective actions, including disciplinary measures. Ensures staff compliance with State and departmental personnel rules, regulations, and policies.
5. Administers laboratory career ladders and staff development. This involves establishing progression plans for employees, monitoring progress, and developing recommendations for promotion of subordinate staff.
6. Oversees Department construction, engineering and intern staff involved in sampling and testing procedures to provide quality assurance and ensure accurate test results.
7. Performs a variety of other supervisory responsibilities, including signing time slips and approving leave requests, maintaining filing systems, ensuring the effective distribution of reports and documentation, and other tasks necessary to ensure the effective operation of the laboratory.

**05%**

#### **OTHER DUTIES**

Performs a variety of other professional and technical duties in support of ongoing Area and District operations. This includes activities such as coordinating special projects, conducting or coordinating research with Montana State University, attending meetings and conferences, representing the Department to local groups and communities, and attending ongoing training and educational programs as directed.

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

This is a working supervisor position responsible for the operations of an area materials laboratory. The predominant area lab management duties (directing site planning, sampling, collection and testing activities; analyzing test results; determine compliance of testing activities; securing permits; resolving disputes; and overseeing training of field engineers, materials, and maintenance personnel in materials sampling and testing).

3. What do you consider the most complicated part of the job?

The position requires analysis, evaluation and interpretation of the interrelationships of multiple variables in choosing and modifying sampling and testing procedures to meet site-specific requirements as well as state an national standards for testing highway construction materials, requiring incumbent to refine techniques and methods used.

4. What laws, regulations, guidelines, manuals or other written established procedures are available to the incumbent?

Work methods, procedures, and priorities of project activities are determined by the incumbent in accordance with State and federal industry standards ; contract specifications; and Department and District objectives. General guidelines for the exercise of duties are set forth by state statutes, rules, and regulations (ARM, MOM, etc.); District policies and objectives; Montana Materials Manual; Montana Construction Manual; Standard Specifications for Road and Bridge Construction; AASHTO: ASTM; union contracts; and project plans.

5. Which of the duties and/or specific tasks listed under 1. (above) are considered “essential functions” which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

This position requires the ability to direct and motivate staff toward common goals and objectives; prioritize work according to multiple projects and staff resources; analyze and interpret test results, construction plans and specifications, and technical drawings; accurately perform mathematical computations; modify test procedures as changes to these procedures are made; and learn, apply, and provide technical assistance on new equipment and procedures (e.g., gyratory compacting apparatus, impact compactors, ignition ovens, polymer asphalts, recycled pavement, etc.) as they become available.

6. If this position supervises other positions, complete the following information.

The number of FTE employees directly supervised is 3.5.

List the complexity levels/pay bands of each those subordinates

Materials Lab Specialist	Band 04
Materials Lab Specialist	Band 04
Materials Lab Specialist	Band 04
Materials Lab Tech	Band 03
Materials Lab Aide	Band 02

Please list the Position Numbers for those directly supervised

59018  
59035  
59082  
59028  
.57041

Is this position responsible for (please check ONLY those boxes which apply to the position and for which the position has “signatory” authority.)

- |                                                                                                                                                              |                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Hiring                                                                                                                              | <input type="checkbox"/> Layoffs/termination of temporary or seasonal workers |
| <input checked="" type="checkbox"/> Performance Management (conducting and signing performance appraisals as the direct supervisor or the reviewing manager) | <input type="checkbox"/> Promotions                                           |
| <input checked="" type="checkbox"/> Direct /Line Supervision                                                                                                 | <input type="checkbox"/> Leadworker                                           |
| <input type="checkbox"/> Other:                                                                                                                              | <input type="checkbox"/> Discipline                                           |

7. Please attach an up-to-date Organizational Chart (or copy from a Power Point document into space below).



**SECTION III - Minimum Qualifications** - List the minimum requirements for **first day** of work. (These will be the minimum qualifications utilized for **recruitment and performance management purposes**; this information is not used for classification purposes.)

**Please list the main knowledge and skill areas required for the job:**

### **Knowledge**

This position requires extensive knowledge of the principles and practices of materials standards; inspection, sampling, testing, and analysis techniques, physical sciences; properties and characteristics of a variety of materials; project development, management, and budgeting methods; new and established sampling and laboratory testing protocols and procedures; state, federal, AASHTO, FHWA, and ASTM testing standards, procedures, and project specifications; methods and techniques of highway construction; extensive knowledge of various site-specific characteristics and their potential effects on construction projects (e.g., soils, temperature, weather conditions, gradations, segregation, stability, flows, additives, absorption rates, etc.); operations of various hot plants (e.g., drum dryers, batch plants, etc.); safety practices and procedures; and contract law and claims management. Supervisory responsibilities require knowledge of Department and State personnel procedures and policies, organization theory, employment law, rules and regulations, program requirements, and personnel management practices and techniques.

### **Skills**

This position requires skill in directing, organizing, and coordinating multiple staff and projects, complex sampling and testing procedures, and a variety of equipment; adapting sampling and testing methods and techniques to meet various site-specific circumstances; operating a variety of sampling and testing equipment (e.g., coring machines, auger trucks, laser profiler, gyratory compaction device, nuclear gauges); and operations of hot plant equipment and monitoring devices (e.g., gauges, hydrated lime feed, bin splits, specific gravity, segregation, etc.). Effective written and verbal communications skills are also required in communicating technical information and project plans with landowners, contractors, and department staff; and directing and coordinating a variety of technical and professional training programs. This position further requires skill in the use of standard office software applications (i.e., word processing, spreadsheet, scheduling, geo systems (proctors) etc.) in the performance of laboratory management, supervisory, and training duties.

**What behaviors are required to perform the duties?** **NOTE:** Identifying behaviors used for recruitment and selection and other HR functions are part of building a competency model (see **Creating Competency Models** in Guide). A position description will provide helpful information if a model has not been developed. Often “abilities” from the current PD can be stated as desired and observable behaviors. For example, “the ability to communicate clearly in writing” can be restated “writes clearly and concisely”.

**Education and experience:** Please indicate the **minimum educational** requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position), the specific fields of study that are acceptable, and whether a Master's degree (in which fields) will substitute for any of the required job related experience.

The required knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to two (2) years of technical training or course work at a college or technical institution plus four (4) years of progressively responsible experience, including at least two (2) years of supervisory experience

Other training (e.g., software, specific machinery, etc.), certification (e.g., CPA, Professional Engineer, etc.), or licensing (e.g., commercial driver's, pilot, psychologist, etc.) required (please specify):

Please indicate the minimum, amount of **job-related work experience** needed as a new employee on the first day of work (not the experience of the person now in the position). Please indicate the specific types of experience that will be considered job-related.

☐ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list specific examples of acceptable alternative methods of obtaining those qualifications. **These examples will appear on a vacancy announcement.**

#### **SECTION IV – Other Important Job Information**

List any other important information associated with this position, such as working conditions or other factors which are deemed critical or non-negotiable to the position and which will need to be included on the vacancy announcement or other recruitment documents. (This information will be NOT be used for classification purposes.) For example: The position is required to travel throughout the state in excess of 12,000 miles per year and to perform duties on active construction sites in proximity to heavy equipment, hot asphalt, and high speed traffic, requiring use of hard hats and specialized safety training. OR, This position is not subject to alternative work schedules or working from home as it is required to answer the phone and receive visitors for the agency between the hours of 8am to 5pm, Monday through Friday.

Predominant work involves physical demands associated with an active construction site, including repeated lifting of up to 100 pounds; carrying equipment and samples over rough terrain; climbing and bending to retrieve samples; operating gas, diesel, and electrically powered equipment; extensive overnight travel throughout the District in excess of 2,000 miles per month (often on short notice, weekends, and holidays); and working outdoors in adverse weather and driving conditions.

The work environment involves harsh or caustic fumes, dust, extreme temperatures, noise, wind, rain, and snow. The majority of work is performed at construction sites or fabrication plants involving traffic passing the work site and working around heavy machinery such as front-end loaders, pavers, scrapers, rollers, forklifts, and semi tractor-trailers. The work also involves risks associated with working with hazardous materials such as radioactive materials (in densimeter gauges), hot asphalt, lime, acids, and other chemicals.

The risks of the work are such that extensive training in safety policies, practices, and procedures is required. Due to the nature of work elements (e.g., hot asphalt, heavy equipment, etc.) and hazardous tasks, such as taking samples from hot plants or observing concrete beam fabrication, potential for injury may be significant.

## SECTION V – Signatures

My signature below indicates the statements in Section I to IV are accurate and complete.

<b>Employee:</b>		
<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Immediate Supervisor:</b>		
<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Name:</b>		
<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Division/District Administrator:</b>		
<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Departmental Designee:</b>	Chief, Employee Relations Bureau, Human Resources Division	
<b>Signature</b>	<b>Title</b>	<b>Date</b>

**Recruitment Review:** My signature below attests to my review of and determination that the minimum qualifications (education and experience) listed in this profile meet the established recruitment standards of MDT.

**Signature**

**Date:**

**Name:**

**Title:** Human Resource Specialist (District/Helena)  
Montana Department of Transportation

Upon completion of this section the preparer, district human resource specialist, or other signing authority should forward the signed hard copy and the electronic copy of this job profile (JP), along with an Agency Classification Request (ACR) and an up-to-date Organizational Chart (if not included in the body of the JP) to the Chief of the Employee Relations Bureau, Human Resources Division, MDT in Helena.

The electronic copy naming convention for JPs sent by the District or from Helena supervisors to Human Resources in Helena should be: (Position#)JP-MDT.doc (e.g., 34015JP-MDT.doc).

**\*\*\*\*\*DO NOT FILL IN THIS PORTION\*\*\*\*\***

## JOB EVALUATION FORM

**This section is to be completed by a trained classifier in or contracted by the Human Resources Division, MDT or by State Personnel Division.**

Prepared By

Date

Position Status:    ☐ Reclassified    ☐ Vacant    ☐ New Position

Choice of Class Series:

Position Summary:

### Benchmark Factoring

Classification Factor Level:

The predominate work of this position consists of:

### Factor level Comparison:

### Benchmark Comparisons:

**Classifier Signature**

**Title**

**Date**

**Agency Approval:**

**Title**

**Date**

Upon completion of this section the classifier should make certain that the Job Code Number, Job Code Title and Pay Band on the first page of this document accurately reflect the Choice of Class Series and classification factor level determined above. Attach Organizational Chart, Audit Notes or other pertinent information.

This completed document should now be filed by the classifier in: I:\Classref\Agencyjp\agency#\filename).

File naming convention is: (jobcode&position#)jp(date).doc (e.g. 01850421001jp0201.doc, where date is: month year).